

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## JOB DESCRIPTION

**TITLE:** Curriculum Specialist (ELA, Math, Science)

### QUALIFICATIONS:

- Possess elementary and/or secondary teaching credential
- Possess administrative certification
- Expertise in the areas of Reading, Language Arts, Science, and/or Mathematics
- Knowledge of computers and basic software programs for word processing, spreadsheets, and databases
- Good physical condition with the ability to lift 10 pounds
- Knowledge of
  - Modern office methods, equipment and procedures
  - District operations – policies, rules and regulations
  - Curriculum and effective teaching practices for all levels – preschool through high school
  - Grant writing process and procedures
  - Evaluation and assessment practices
  - Community resources
- Ability to
  - Communicate effectively with staff, parents, school sites, community members and government agencies
  - Coordinate a variety of activities at different sites
  - Coach staff

**JOB GOAL:** To provide leadership and coordination in the ongoing development and improvement of the curriculum and instructional program of the district

**REPORTS TO:** Curriculum Director and Superintendent

**SUPERVISES:** N/A

### PERFORMANCE RESPONSIBILITIES:

- Provide leadership to ensure understanding of the educational program objectives of the district per assigned grade levels and curriculum areas (ELA, Math, Science)
- Provide leadership to promote the educational program objectives of the district
- Provide leadership in monitoring students' progress in obtaining academic goals and measured objectives
- Work with principals and teaching staff to effect horizontal and vertical continuity and articulation of the instructional program throughout the district
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- Assist in the developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to curriculum and the instructional program
- Keep abreast of developments and trends in curriculum and instruction and furnish leadership in determining program direction and improvements to curriculum and instruction
- Assist in the development of educational specifications for remodeling projects or new construction projects as they pertain to the carrying out of the instructional program
- Serve as liaison and participate with curriculum leaders at the local, state and/or national level
- Interpret the district instructional program to the administration, the staff and the general public
- Engage in assigned research related to education programs
- Assist in the collection and interpretation of assessment data
- Assist in the use of data to inform the instructional process
- Work with the curriculum team to develop, produce, locate and deliver professional development programs and opportunities, which are consistent with and supportive of the vision and mission of the district and the enhancement of student learning
- Meet at least monthly with designated grade level teams to improve academic instruction
- Facilitate and/or participate in grade level PLC's monthly
- Maintain documentation of efforts and support provided to designated grade level teams
- Collect, analyze, and disseminate data as it relates to the instructional program and student achievement
- Observe and provide meaningful feedback to grade level teachers
- Assist with the remediation and MTSS for all students in designated grade levels
- Assist with the developing, monitoring and implementation of lesson planning and delivery of instruction
- Attend and/or facilitate data nights with designated grade levels
- Assist with the monitoring and effective implementation of District initiatives and programs
- Perform such other tasks and assumes such other responsibilities as requested by his/her supervisor(s)

**TERMS OF EMPLOYMENT:** Salary and work year established by SCCSD School Board.

**EVALUATION:** Performance of this job will be evaluated bi-annually by the Superintendent.

**Approved by:** SCCSD School Board Date: \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ Date: \_\_\_\_\_  
(Employee)

\_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)